



Application for use of Park Facilities

SeaTac Parks & Recreation Department
13735 24th Ave. S., SeaTac, WA 98168
Phone: 206.439.9273 • Fax: 206.246.0932

Organization/Name _____ Contact Name _____
Address _____ City _____ State _____ Zip Code _____
Day Phone (____) _____ Evening Phone (____) _____ Fax (____) _____

Picnic Shelters

- ☐ Angle Lake Park Shelter (19408 International Blvd.)
☐ North SeaTac Park Shelter (S. 128th St. & Des Moines Memorial Drive)

Rental Date: ____/____/____ Day of Week _____ Estimated Attendance _____

Sport Field Rentals

SOCCER

- ☐ North SeaTac Park
☐ Sunset Park
☐ Valley Ridge Park

BASEBALL/SOFTBALL

- ☐ North SeaTac Park
☐ Sunset Park
☐ Valley Ridge Park

ADDRESS

S. 128th St. & 20th Ave. S.
S. 136th St. & 18th Ave. S.
S. 188th St. & 46th Ave. S.

Field Requesting	Day	Start Date	End Date	Start Time	End Time	Base Length	Pitching Distance
Example: Valley Ridge #1	Mon.	2-1-02	3-2-02	5:00 p.m.	7:00 p.m.	90'	60'

In the event the applicant is a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of SeaTac.

I have read all of the attached printed rules and regulations located on the back of this form for use of the City of SeaTac facilities. I understand and plan for the group I represent to apply to all the attached rules and regulations.

Applicant's Signature _____

Date _____

OFFICE USE ONLY

Games _____ hours x \$ _____ (rate) = \$ _____
Practices _____ hours x \$ _____ (rate) = \$ _____
Lights _____ hours x \$ _____ (rate) = \$ _____
Staff Fee _____ hours x \$ _____ (rate) = \$ _____
Shelter Rental \$ _____ (rate) = \$ _____

Equipment Fee \$ _____ (rate) = \$ _____
Application Fee \$ 5.00 (rate) = \$ 5.00
Deposit \$ _____ (rate) = \$ _____
Total Rental Fee Due \$ _____

Processed By _____
Date Processed ____/____/____

Approved By _____
Approved Date ____/____/____

Rental Fee Due Date ____/____/____
Date Paid ____/____/____
Receipt # _____

White-Office

Yellow-Parks Operations

Pink-Applicant

RULES AND REGULATIONS FOR PARK FACILITY USE

RESERVATION- Any group using various park facilities for outside purposes will be required to complete an application for use of facilities and to submit appropriate damage deposit and/or rental fees. Reservations will be confirmed upon receipt of application and appropriate fees. Reservations will be taken no more than one (1) year and no less than 2 working days prior to the event.

DAMAGE- The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented, regardless of who caused the damaged.

CANCELLATION- If the applicant fails to provide at least 10 working days notice, the entire rental fee shall be forfeited to the City.

ALCOHOL- Possession or consumption of alcoholic beverages on the City of SeaTac park grounds is **prohibited**.

INSURANCE- The applicant assumes the entire responsibility and liability for losses, damages, claims arising out of injury or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents, and employees from any and all such losses, damages and claims.

For your protection, the City of SeaTac recommends that all park renters obtain liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. A copy of the insurance certificate should be filed with the City. Your personal insurance agent can assist you in obtaining this insurance.

Sports leagues must submit a certificate of Insurance with the City of SeaTac listed as an additional insured. General liability limits must be at least \$1,000,000.

CLEAN-UP POLICY- All groups must leave the park/facility in satisfactory conditions (clean and free of damage). All litter and garbage must be disposed of property.

RESIDENCY - Applicant must provide proof that they are a City of SeaTac resident in order to receive the resident fee. Proof of residency can include a valid driver's license or recent utility bill.

OTHER USE

SPORT FIELD RENTER- Athletic field lights will not remain on past 10:00 p.m. during the Fall/Winter(September-March) and 11:00 p.m. during the Spring/Summer(April-August) seasons. In case of problems at the field (ie: failure of lights coming on, sprinklers going) on weekends and after 5:00 p.m. during the week, contact the North SeaTac Park Community Center at (206)439-9273.

It is the organization's responsibility to obtain field closures due to inclement weather and conditions of playing fields field. Please call (206)439-9273 after 3:00 p.m. Organization's representative must contact the SeaTac Parks and Recreation Department within 2 working days of a light failure to receive a credit or arrange for future rescheduling.

Manager/coaches are required to carry their approved *Application for use of Park Facilities* to the field to avoid any conflicts. If two organizations claim they have the field scheduled on the same day and time, both organizations must produce a copy of the approved *Application for use of Park Facilities* issued to the organization. The schedules produced by the leagues will not be sufficient proof to settle the dispute.

PICNIC RESERVATION RENTERS- All groups must inform the City of any special equipment (dunk tanks, horse rides, music stages, concessions, etc.) that might be used during the event. The City reserves the right to require additional insurance and/or additional fees depending on the type of activity planned.

No solicitation or sales of any kind can be made on the City park grounds without written permission of the Parks & Recreation Director or designee of the SeaTac Parks & Recreation Department.

The City reserves the right to require police supervision for any event. Security requirements must be met and confirmed prior to the event.

The City of SeaTac reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth.